WEB BASED IEP WRITER

Getting Started **-** Logging In

Access to the Web based IEP Writer can be obtained through MyKPR.

From a Work Location

1. Open Internet Explorer and type **mykpr** into the address bar.
2. At the login screen, type your mykpr username and password and click > **Login**
3. On the left side, under "**Quick Links to Applications**", click on the IEP Writer Icon.

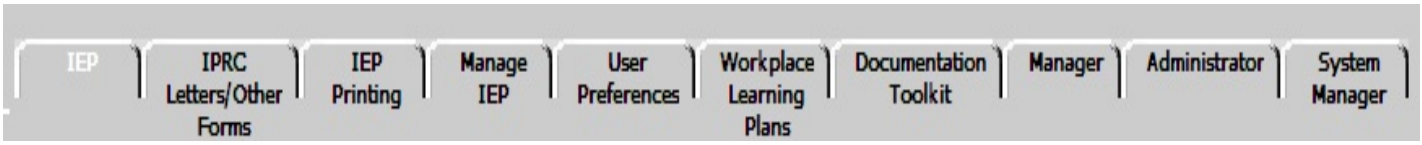
From Home

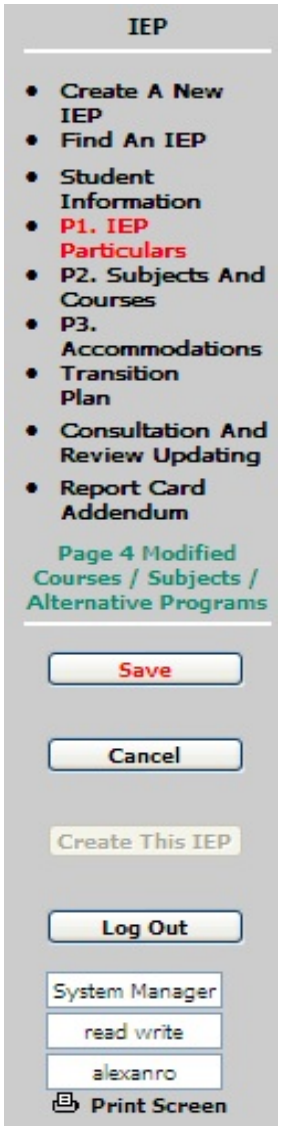
1. Open Internet Explorer and type http://www.kprdsb.ca into the address bar
2. When the KPR Web page opens, locate and double click on the MyKPR link.
3. At the login screen, type your MyKPR username and password and click > **Login**
4. On the left side, under "**Quick Links to Applications**", click on the IEP Writer Icon.

Common Navigation Terms

The Menu Bar

The Menu Bar contains several Tabs to navigate the IEP Writer. As each Tab is selected, the Navigation options on the left side "Nav Bar" will change to correspond.



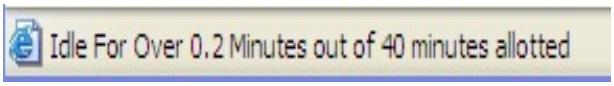


The Nav Bar

The Nav Bar is used to navigate between screens available inside each Menu Bar tab. Options that are not currently available are "greyed" out. The buttons ***Save*** , ***Cancel***, ***Create This IEP***, ***Log Out*** and ***Print Screen*** are always located at the bottom of the Nav Bar. Teachers are encouraged to use the ***Save*** button whenever they may be taken away from the IEP writer for an extended amount of time.

The system is designed to auto save each page as you navigate through the program, however if you remain on a single page for an extended period of time, the connection to the server may *"time out".* A time out occurs when no information is exchanged between the teacher's computer and the server for more than 40 minutes.

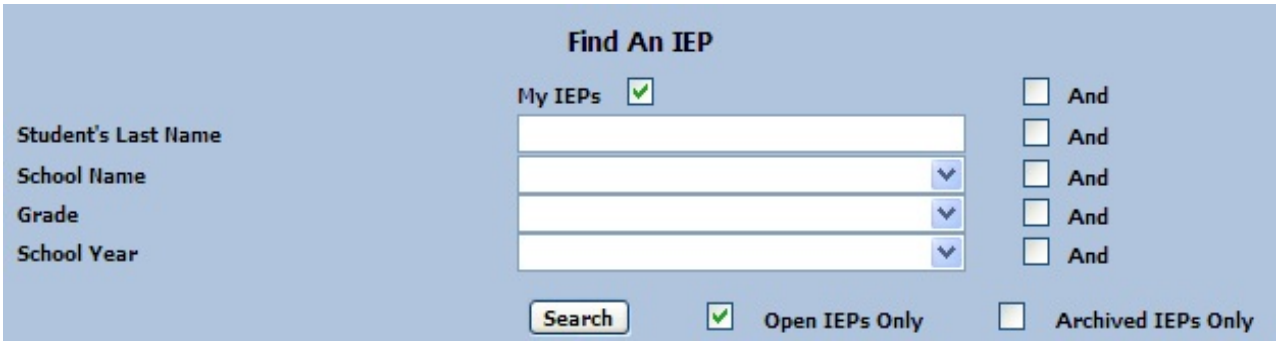
A timer that will indicate the length of time the User has been "idle" is located on the Internet Explorer status bar in the lower left corner of the window.



It should be noted that the ***Print Screen*** button located at the bottom of the Nav Bar will print a "screen capture" or snapshot of the active window. Printing of the entire IEP is located on another Nav Bar that is activated by selecting the IEP Printing Tab on the Menu Bar. ***IEP Printing is covered on page 19.***

Finding an IEP

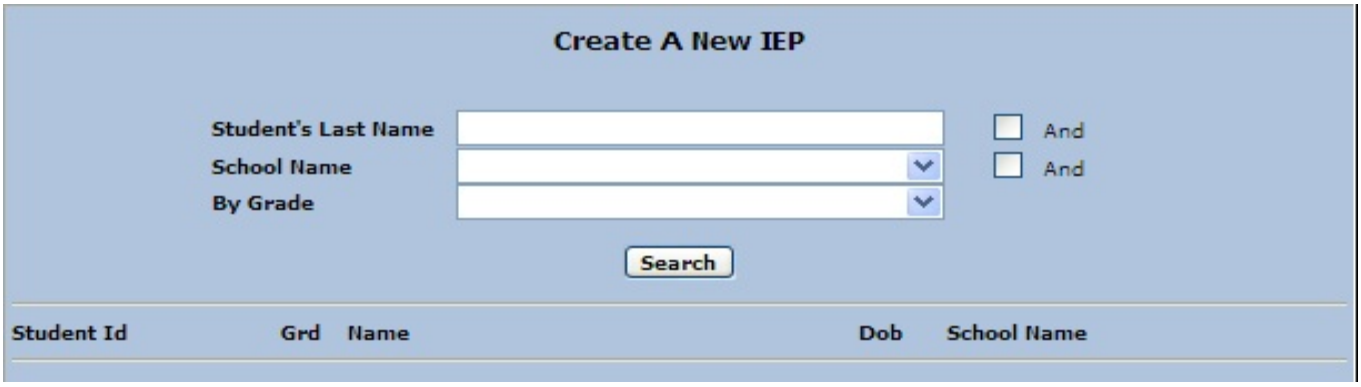
Once logged in, the initial screen displayed is “Find an IEP”.



Each teacher has access to view and print Open or Archived IEPs for any student in their school. If an IEP has been created for the particular student, that IEP can be viewed through the Find an IEP screen. Teachers have the ability to search for IEP’s using the student’s last name, school, grade, and year attending. This screen will also allow viewing of previous year’s IEPs which are referred to as “Archived”.
Results will be displayed in alphabetical order, and are limited to the first 100 records. If the required record is not contained in the initial results, the “And” Check box “filters” can be used to narrow the search by name, grade, school year, etc.

Creating a New IEP

To create a New IEP, click on the IEP Tab on the Menu Bar to activate the IEP Nav Bar.
Next, click on >**Create a New IEP** to activate the following screen.



From this screen, a search can be performed of all students registered at the teacher’s home school(s). The search is limited to the first 100 matches. By using the combination of student’s last name and grade, the teacher will be able to narrow the list to the appropriate students.

Click on the student’s name to begin the process of creating an IEP.

Note: Only one IEP can be open and active for a student. It is not possible to create two active IEPs for the same student. If an IEP already exists for the student chosen, the results box will display "exists" beside the student name. Access to this IEP would then be gained through the ***Find an IEP*** option. This "existing" IEP may be Open ***or*** Archived.

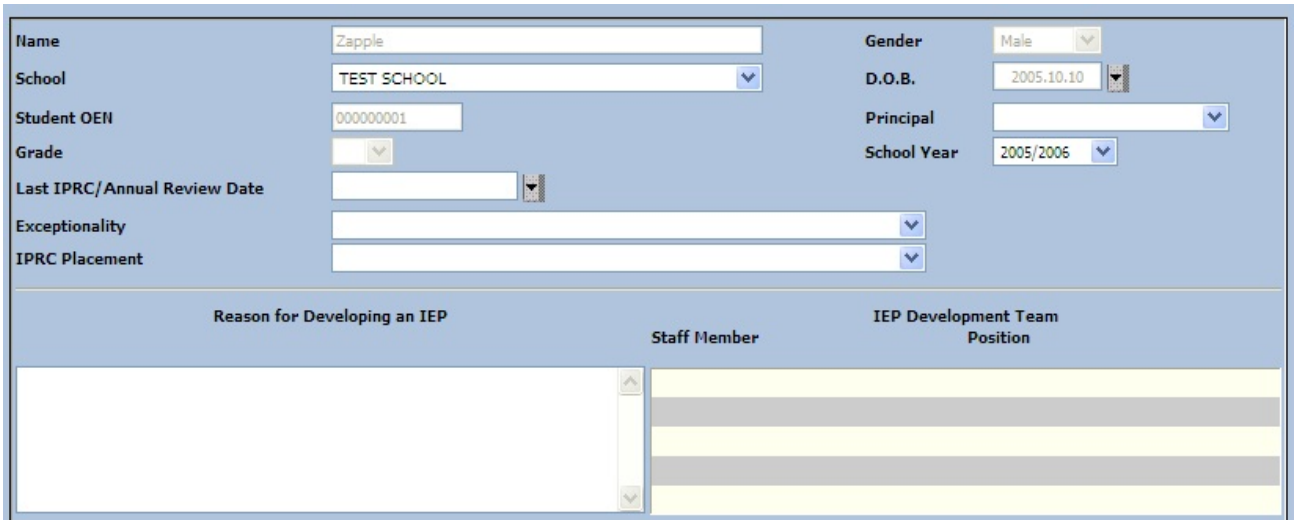
Once the student's name has been clicked, the main screen will change to display the student's Demographic information. *This information is not editable as it is populated by the student administration system at the school, (Maplewood or Trillium)*. If an error exists in this area, please notify the Secretary at the school so changes can be made. Changes will be updated to the IEP Writer approximately seven days after they have been updated in the student administration system.

After reviewing the student's demographic information,and verifying that this is the correct student, click on the >**Create this IEP** button (Lower left of Nav Bar)

This will create a new and Blank IEP for the selected student.

Page 1 - IEP Particulars

On the Nav Bar on the left side of the screen, click >**P1. IEP Particulars**



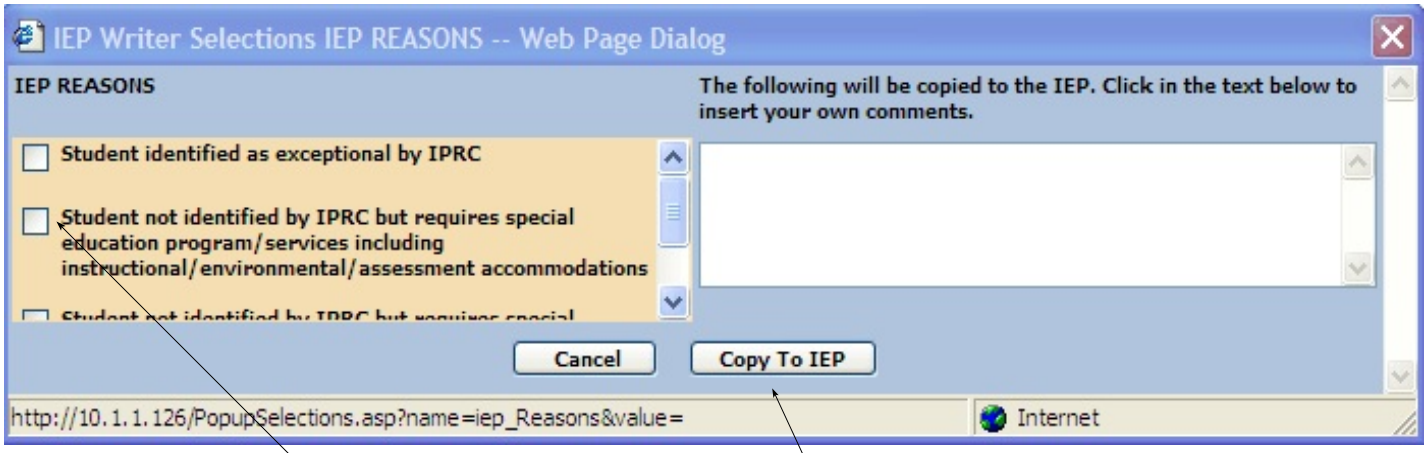
To change the **Last IPRC/Annual Review Date**, click on the drop down arrow beside the text box. Select the date required from the calendar pop-up.

Choose the **Exceptionality** for this student by clicking in the associated text box. Choose ONE exceptionality from the check box options displayed.

Indicate the **IPRC Placement** by clicking on the drop down arrow beside the text box and selecting one of the available options.

To enter the **Reason for Developing an IEP**, click in the text box below the heading.

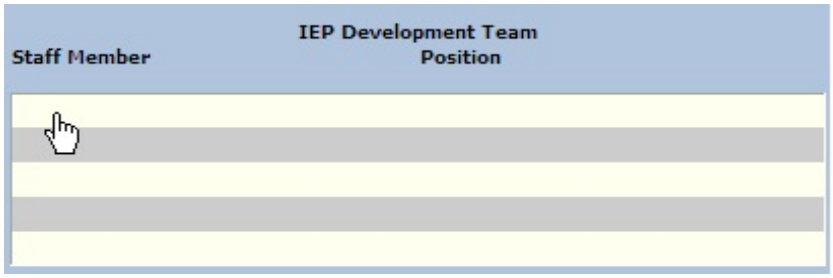
The **IEP Reasons** window opens.


IEP Writer Selections IEP REASONS -- Web Page Dialog
IEP REASONS
The following will be copied to the IEP. Click in the text below to insert your own comments.
Student identified as exceptional by IPRC
Student not identified by IPRC but requires special education program/services including instructional/environmental/assessment accommodations
Cancel
Copy To IEP
http://10.1.1.126/PopupSelections.asp?name=iep_Reasons&value=
Internet

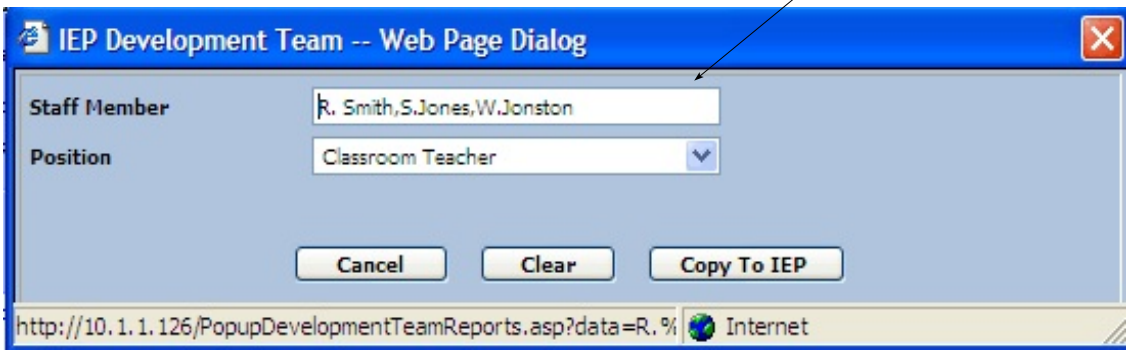
Select one of the checkbox options **Click >Copy to IEP**

IEP Development Team

Space has been provided for up to five members of the IEP Development Team to be listed. Click on each line to open an additional window to enter the names and position of each of the members.

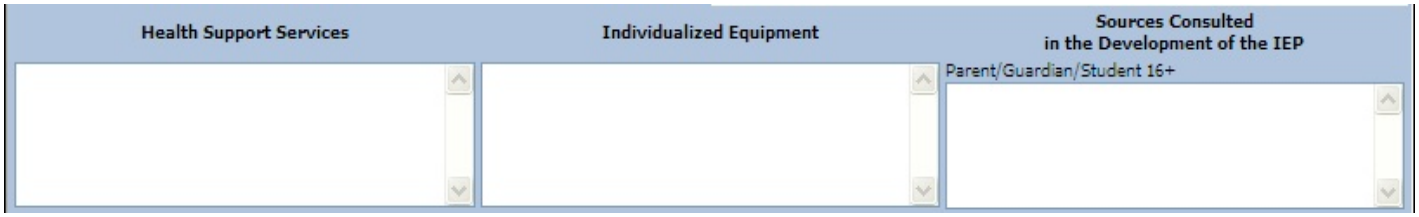


Hint: If additional space is required, Try grouping staff of similar positions together on one line (e.g., Classroom Teachers)



Remember to click >**Copy to IEP**.

Health Support Services Individualized Equipment Sources Consulted

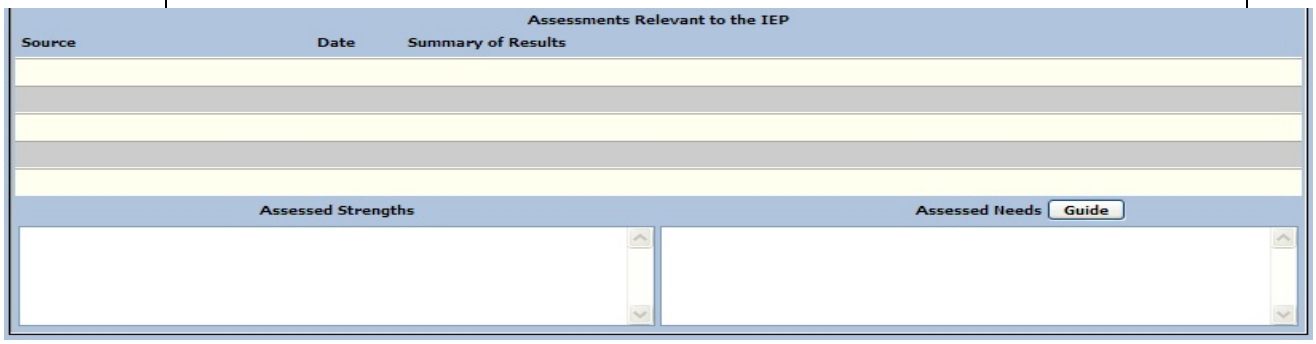


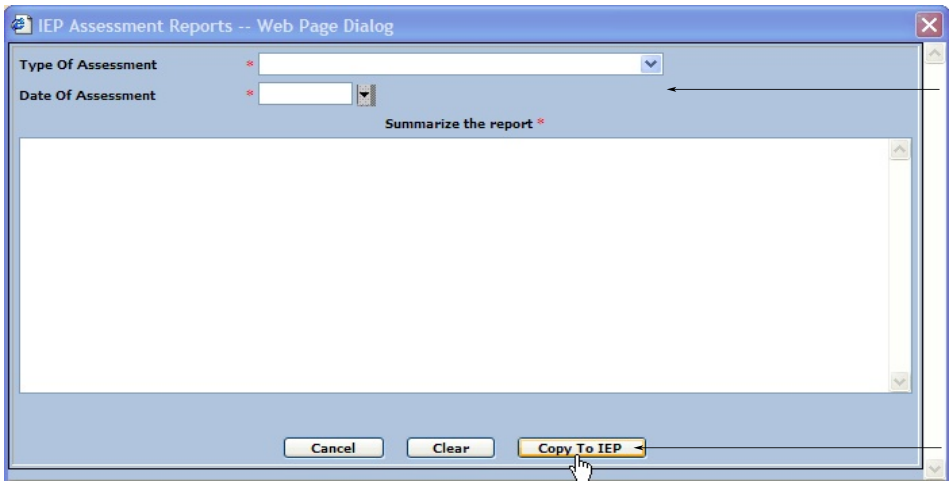
To enter information for **Health Support Services, Individualized Equipment or Sources Consulted**, click on the text box below each heading. A pop-up window will appear where checkboxes may be selected. Remember to click >**Copy to IEP** when you are finished. To cancel changes made in this area, click >**Cancel**

Assessments Relevant to the IEP

Space is provided for up to five assessments to be entered. Click on the line below the heading to open a pop-up window.

> ***HINT:*** *For examples of appropriate summary statements, position the mouse pointer over the "**Assessments Relevant to the IEP**" heading, and click the left mouse button.*





Choose an option from the drop down menu provided. Click the dropdown arrow beside the Date of Assessment heading to open the calendar, and select the date. In the lower area of this window, click to enable text entry of the summary of the report.

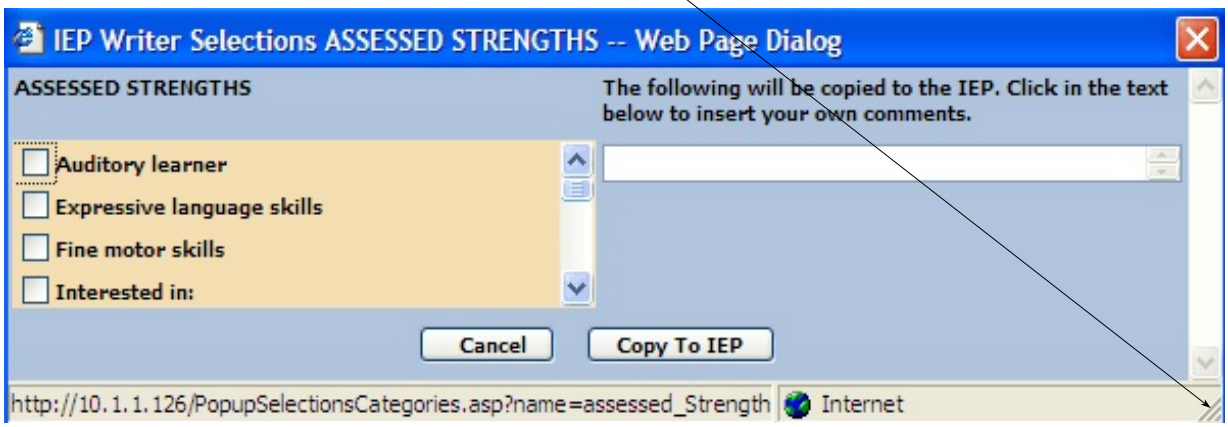
Remember to click>**Copy To IEP**

Assessed Strengths

Click on the text box area below the heading to open the pop-up dialogue window. Select the required checkboxes (multiple choices may be made).

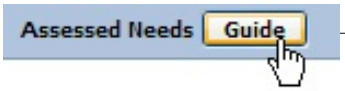
> ***HINT: If this window is too small to view, you can position your focus indicator over the lower right hand corner and then click and drag the window to enlarge it.***

Remember: Individual checkboxes may be deselected by clicking them a second time.


IEP Writer Selections ASSESSED STRENGTHS -- Web Page Dialog
ASSESSED STRENGTHS
The following will be copied to the IEP. Click in the text below to insert your own comments.
Auditory learner
Expressive language skills
Fine motor skills
Interested in:
Cancel
Copy To IEP
http://10.1.1.126/PopupSelectionsCategories.asp?name=assessed_Strength
Internet

Click >**Copy to IEP**.

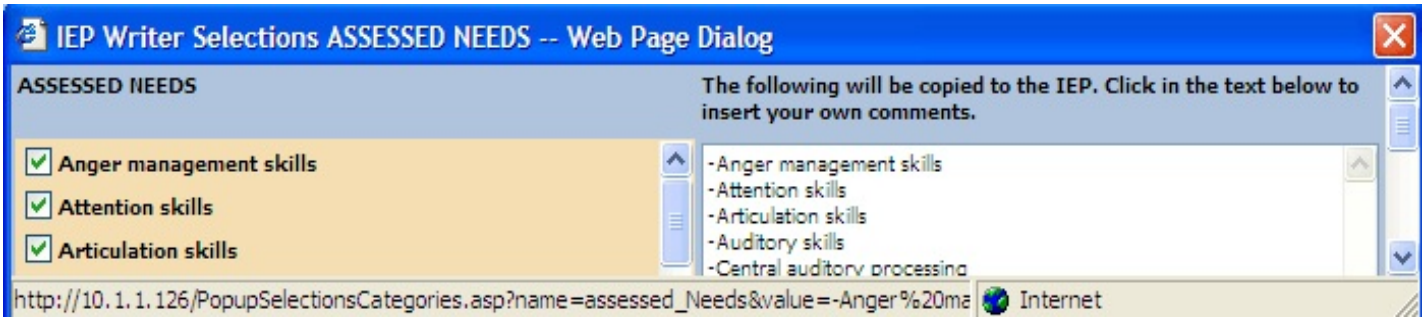
Assessed Needs



The >**Guide** button accesses the "Assessed Needs Guide" which includes helpful support information related to this area of IEPs.

Click on the text box area below the heading to open the pop-up dialogue window.

> ***HINT: If this window is too small to view, you can position your focus indicator over the lower right hand corner and then click and drag the window to enlarge it.***



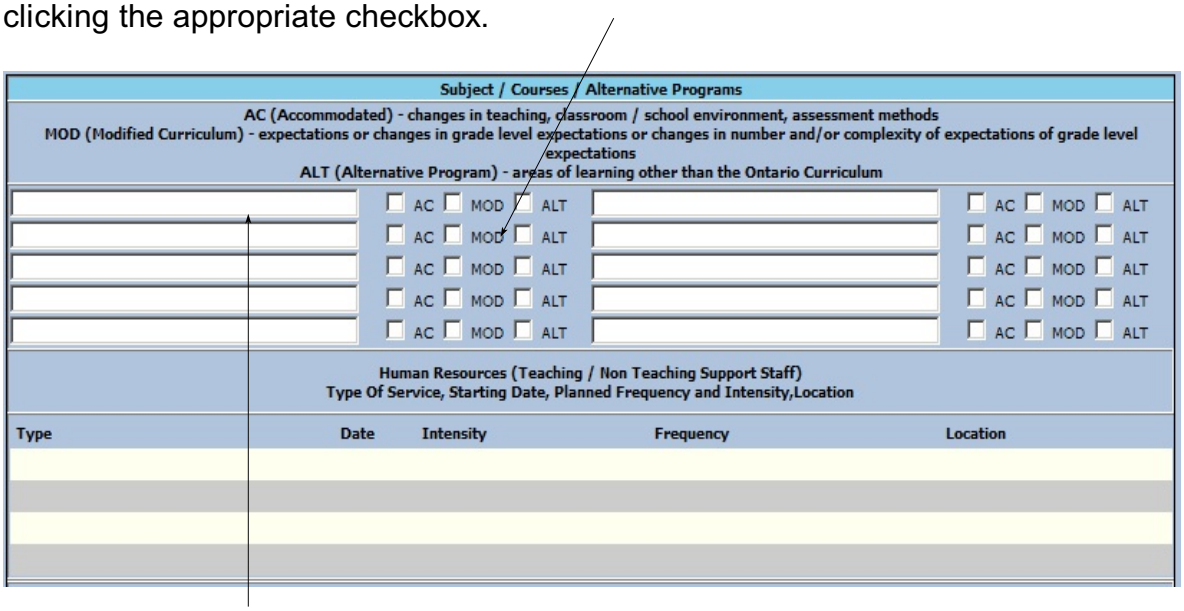
Select the required checkboxes (multiple choices may be made). *Individual checkboxes may be deselected by clicking them a second time.*

Note: *This dialogue window has a scroll bar that allows access to other options.*

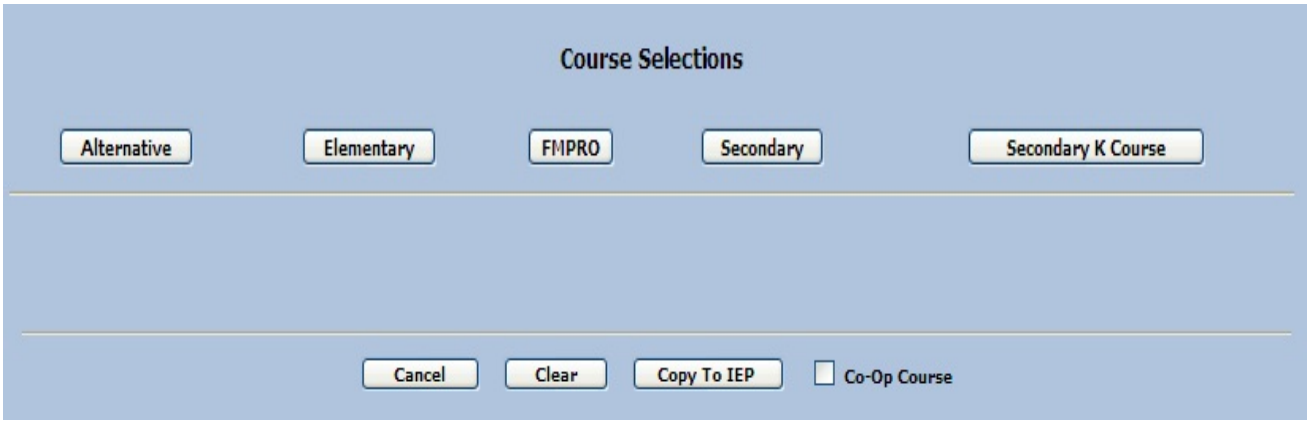
Remember to click >**Copy to IEP**.

Page 2 - Subjects and Courses

In order to access pages 3 and 4 of the IEP, page 2 information must be entered. First, select whether a subject is to be Accommodated, Modified or if an Alternative program will be used, by clicking the appropriate checkbox.


Subject / Courses / Alternative Programs
AC (Accommodated) - changes in teaching, classroom / school environment, assessment methods
MOD (Modified Curriculum) - expectations or changes in grade level expectations or changes in number and/or complexity of expectations of grade level expectations
ALT (Alternative Program) - areas of learning other than the Ontario Curriculum
AC MOD ALT
Human Resources (Teaching / Non Teaching Support Staff)
Type Of Service, Starting Date, Planned Frequency and Intensity,Location
Type
Date
Intensity
Frequency
Location

Next, click in the text box located beside the checkbox selected to open the course selection window shown below.

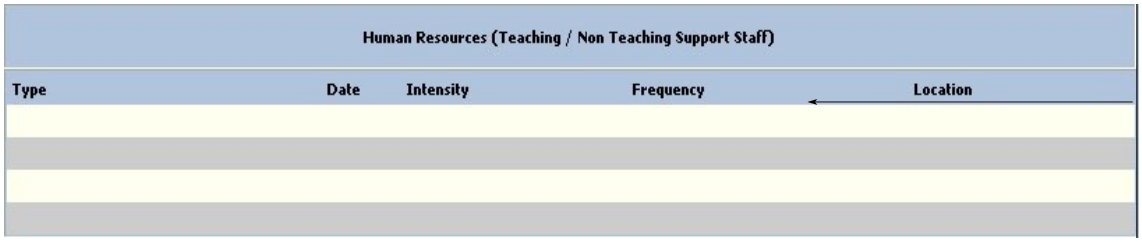


Choose the appropriate panel button (Alternative, Elementary, Secondary or Secondary K Course). Select the grade level that is being used for the student. Clicking on the grade will present a list of courses available for this grade. Select the appropriate course. Click the >**Copy to IEP** button.

The choices made here become the default choices for the corresponding page 4 of the IEP.

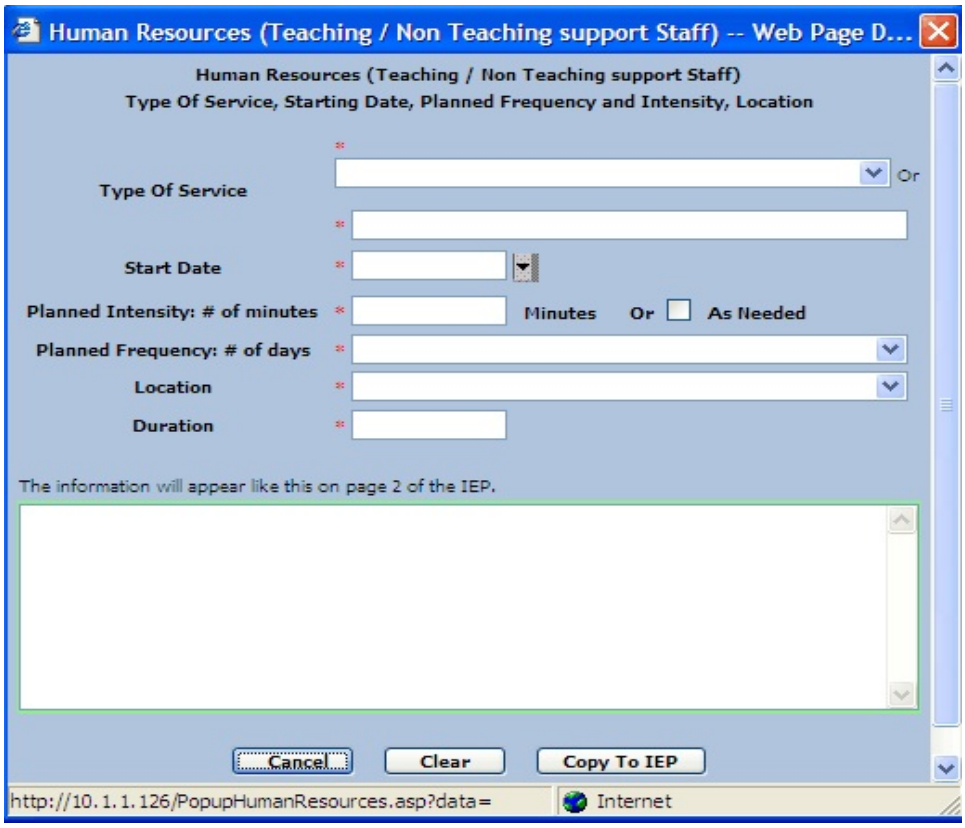
Human Resources

Space has been provided for up to four Human Resources to be listed for the student.



Click on the appropriate line to open the pop-up window.

Complete the options in the Human Resources Pop-up window



Type of Service

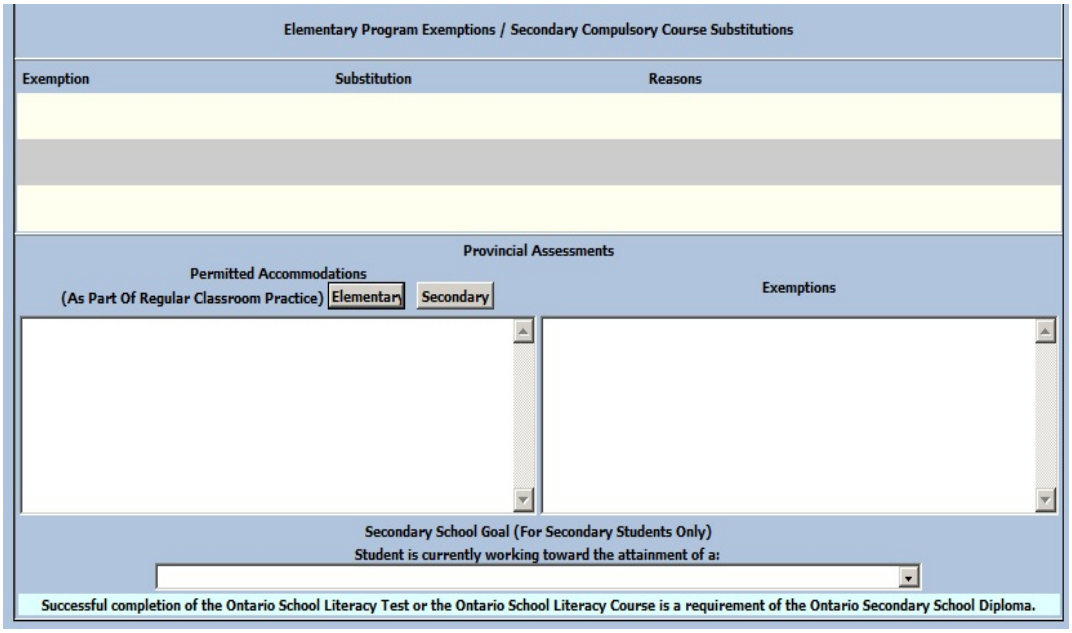
Start Date
Planned Intensity of minutes
Planned Frequency of days
Location
Duration

HINT: Mandatory fields are indicated with an *asterisk.

Click > **Copy to IEP**

Program Exemptions/Course Substitutions

Up to three exemptions or substitutions can be entered for a student.
Click on each line to open the >**Edit** window to input choices.


Elementary Program Exemptions / Secondary Compulsory Course Substitutions
Exemption
Substitution
Reasons
Provincial Assessments
Permitted Accommodations
(As Part Of Regular Classroom Practice)
Elementary
Secondary
Exemptions
Secondary School Goal (For Secondary Students Only)
Student is currently working toward the attainment of a:
Successful completion of the Ontario School Literacy Test or the Ontario School Literacy Course is a requirement of the Ontario Secondary School Diploma.

Provincial Assessments: Permitted Accomodations

Click on either the **Elementary** or **Secondary** button to open the dialogue window. Choose from the options in this window by clicking on the appropriate check boxes. Remember to click the >**Copy to IEP** button.

> ***HINT: The information selected here will be displayed in the Assessment Accomodations field on Page 3 of the IEP and can only be removed from that area by deselecting them or clearing them in the Permitted Accomodations area where they were originally chosen.***

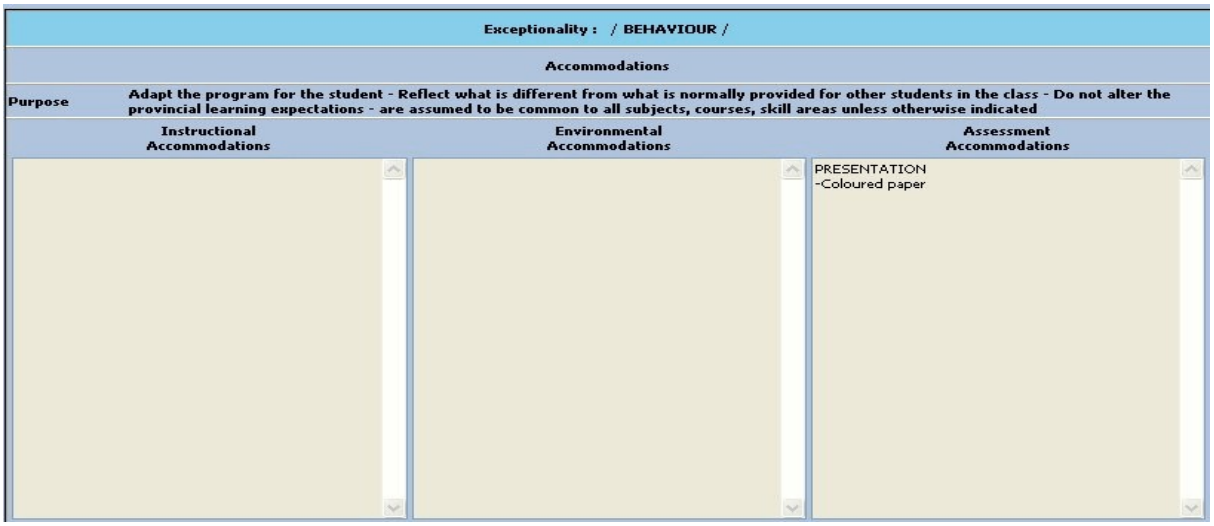
Exemptions

Click in the text box below the heading to open the dialogue window. Choose the appropriate checkboxes. Remember to click the >**Copy to IEP** button.

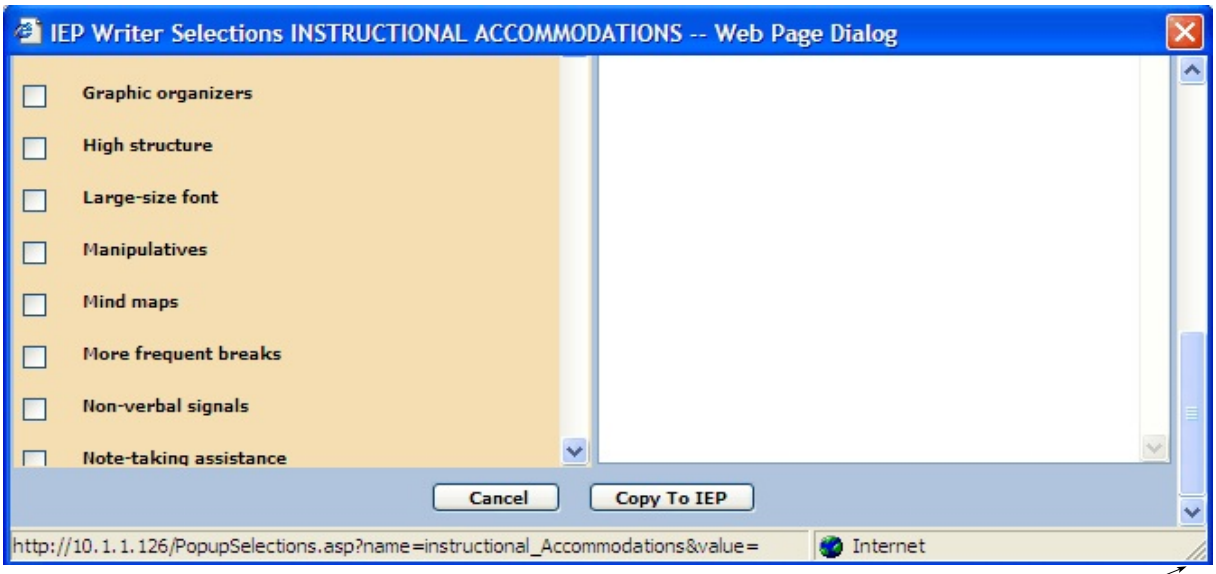
Page 3 - Accommodations

To access Page 3, Click P3 Accommodations on the Nav Bar. Information previously entered on Page 2 will be carried forward to Page 3.

To enter information in **Instructional, Environmental** or **Assessment Accommodations**, click on the text box below the headings to open the pop-up dialogue window.


Exceptionality : / BEHAVIOUR /
Accommodations
Purpose
Adapt the program for the student - Reflect what is different from what is normally provided for other students in the class - Do not alter the provincial learning expectations - are assumed to be common to all subjects, courses, skill areas unless otherwise indicated
Instructional Accommodations
Environmental Accommodations
Assessment Accommodations
PRESENTATION
-Coloured paper

Select the required checkboxes (multiple choices may be made).

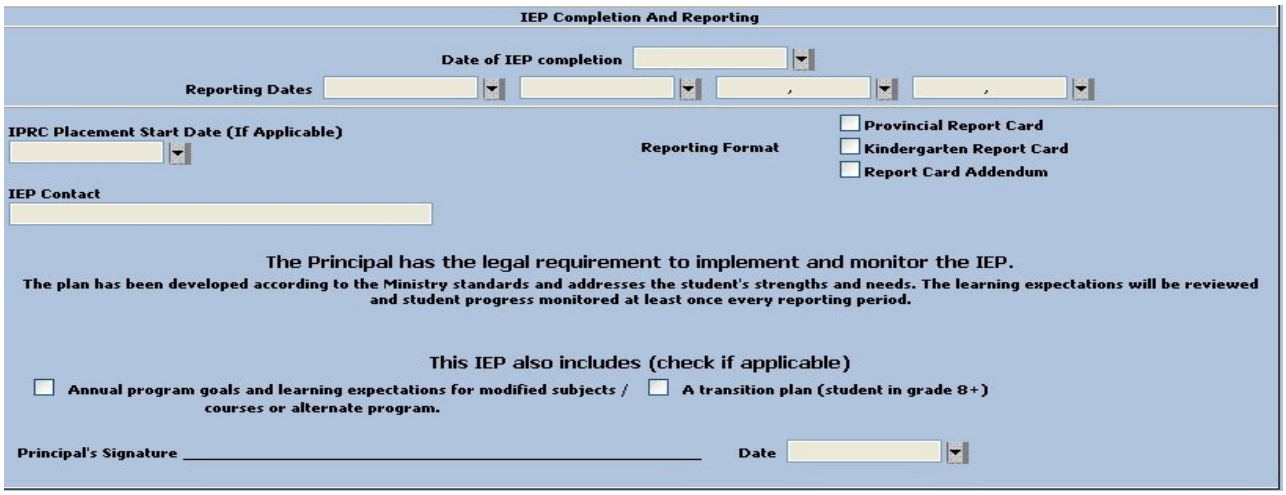


Click > **Copy to IEP**

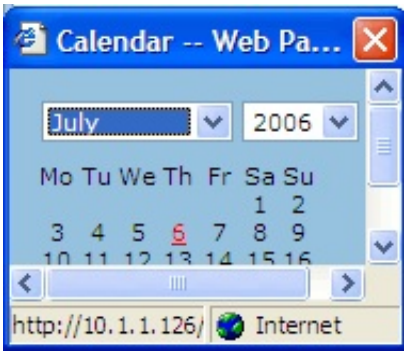
HINT: If this window is too small to view the required information, you can position your focus indicator over the lower right hand corner and then click and drag the window to enlarge it, or use the scroll bars on the window.

IEP Completion and Reporting

To enter reporting dates, click on the drop down arrow beside each text box and select the dates required from the pop-up calendar.


IEP Completion And Reporting
Date of IEP completion
Reporting Dates
IPRC Placement Start Date (If Applicable)
Reporting Format
Provincial Report Card
Kindergarten Report Card
Report Card Addendum
IEP Contact
The Principal has the legal requirement to implement and monitor the IEP.
The plan has been developed according to the Ministry standards and addresses the student's strengths and needs. The learning expectations will be reviewed and student progress monitored at least once every reporting period.
This IEP also includes (check if applicable)
Annual program goals and learning expectations for modified subjects / courses or alternate program.
A transition plan (student in grade 8+)
Principal's Signature
Date

Select ***Month***, ***Year*** and then ***Day***. The date now appears in the field and the calendar pop-up window closes.



HINT: To clear a Reporting Date, simply click the dropdown to activate the calendar pop-up, then close the calendar window without making a selection or change.

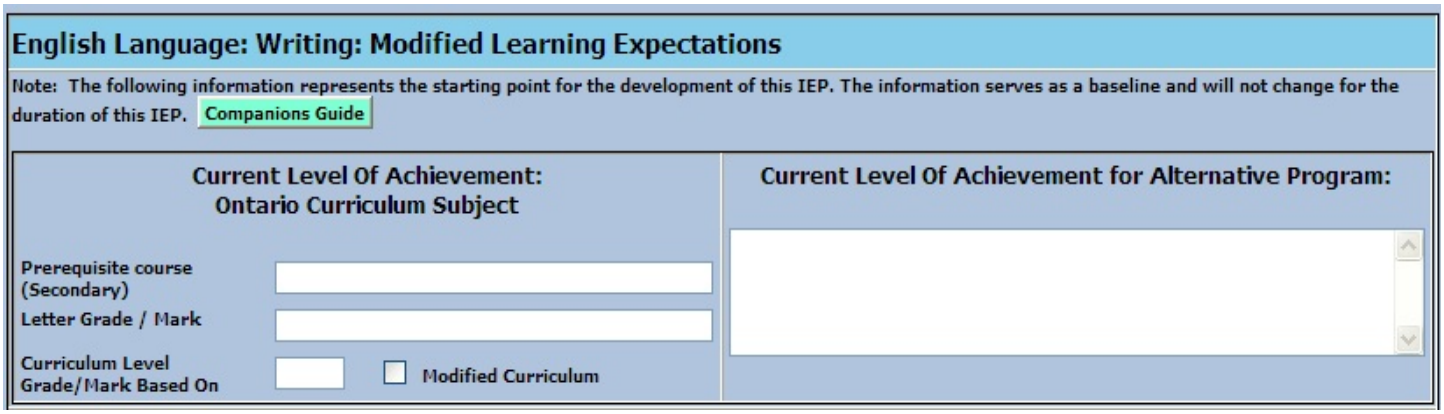
Click in the appropriate checkbox to select Reporting Format.
Type the IEP Contact name in text box provided.
Activate Annual Program Goal or Transition Plan checkboxes where applicable.

Page 4 - Modified Courses/Subjects/Alternative Program

Note: *Only the creator of the Page 4, the owner of the IEP, (or a SuperUser) may edit this page. Any teacher may add a Page 4 to an IEP in their school simply by selecting the modified or alternative course on Page 2 of the IEP.*

A student may have more than one Page 4. An individual Page 4 is created for each course or subject that has been selected as either Modified or Alternative. To view a list of Page 4's, Click Page 4 Modified Courses/Subjects/Alternative Program on the Nav Bar. Once selected, a list of courses/subjects will appear in green.

Click once on the course/subject to be viewed or modified to access the page 4.

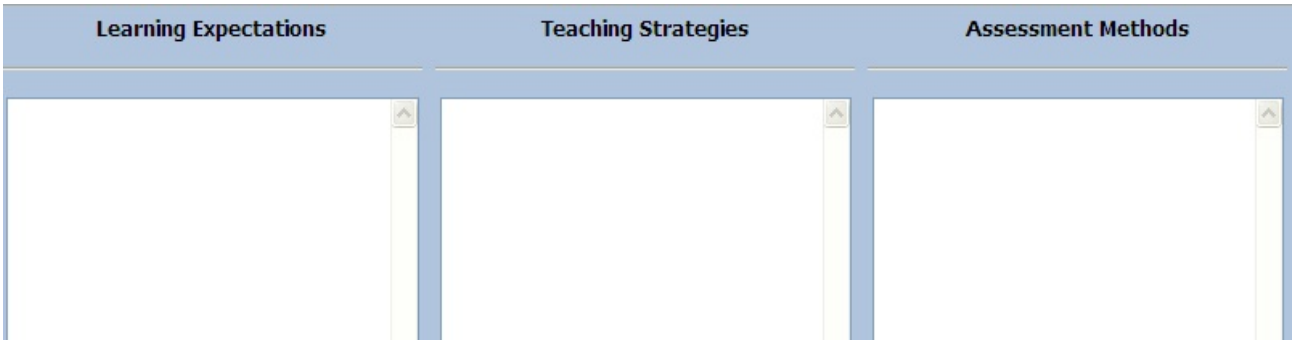

English Language: Writing: Modified Learning Expectations
Note: The following information represents the starting point for the development of this IEP. The information serves as a baseline and will not change for the duration of this IEP.
Companions Guide
Current Level Of Achievement: Ontario Curriculum Subject
Current Level Of Achievement for Alternative Program:
Prerequisite course (Secondary)
Letter Grade / Mark
Curriculum Level Grade/Mark Based On
Modified Curriculum

To enter Prerequisite course information, click and type in the text box provided.

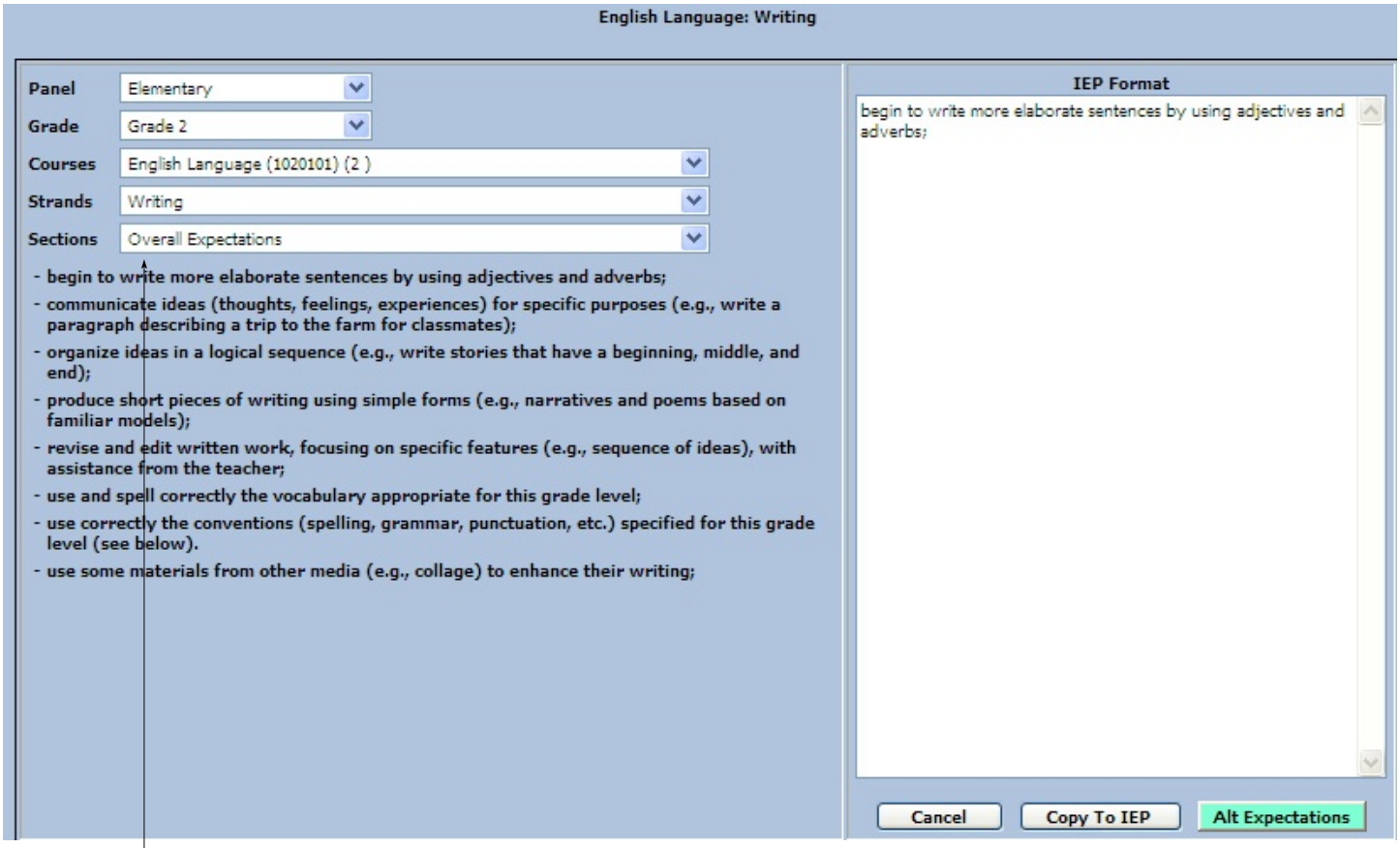
Enter Curriculum Level Grade/ Mark Based On by clicking in the text box and type appropriate grade. (eg., 01, 02 03, etc)

> ***HINT: For clarification on this field, click the heading to activate the Help pop-up.***

To enter information in **Learning Expectations**, Click in the text box area below the headings to open the pop-up dialogue window. *(The window options will vary based on Page 2 selections)*



To select learning expectations as a starting point for the performance tasks, *(from top to bottom)*, click on >**Panel,** then >**Grade,** then **Courses**, **Strands** and finally >**Sections**. The expectations will now be listed below the selection area as a reference. Click in the "IEP Format" text field to begin entering performance tasks.


English Language: Writing
Panel
Elementary
Grade
Grade 2
Courses
English Language (1020101) (2)
Strands
Writing
Sections
Overall Expectations
- begin to write more elaborate sentences by using adjectives and adverbs;
- communicate ideas (thoughts, feelings, experiences) for specific purposes (e.g., write a paragraph describing a trip to the farm for classmates);
- organize ideas in a logical sequence (e.g., write stories that have a beginning, middle, and end);
- produce short pieces of writing using simple forms (e.g., narratives and poems based on familiar models);
- revise and edit written work, focusing on specific features (e.g., sequence of ideas), with assistance from the teacher;
- use and spell correctly the vocabulary appropriate for this grade level;
- use correctly the conventions (spelling, grammar, punctuation, etc.) specified for this grade level (see below).
- use some materials from other media (e.g., collage) to enhance their writing;
IEP Format
begin to write more elaborate sentences by using adjectives and adverbs;
Cancel
Copy To IEP
Alt Expectations

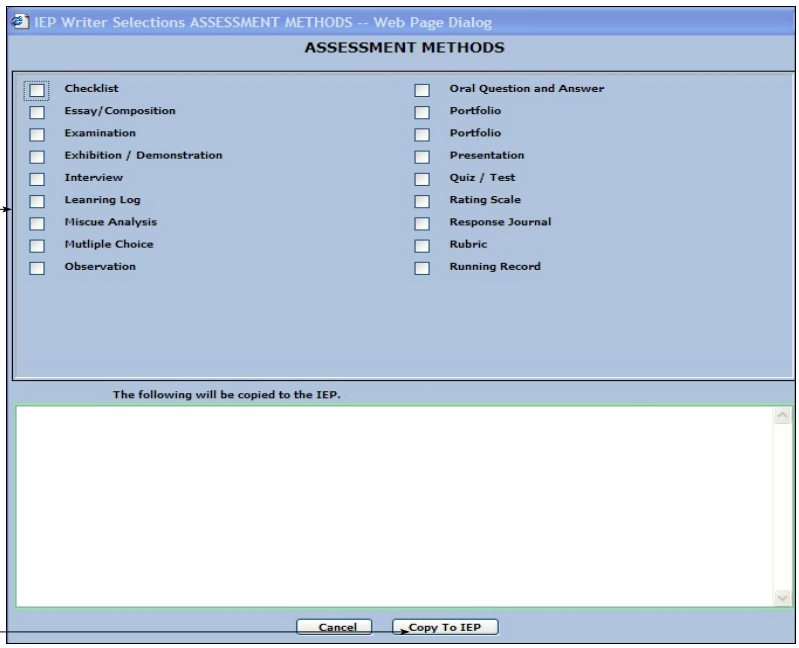
Hint: Changing the Sections drop down choice will change the expectations listed below the selection area

Remember to click > Copy To IEP.

To enter information for **Teaching Strategies**, click in text box below the heading and enter the strategies information.

To enter information for **Assessment Methods**, Click on the text box below the heading to open the pop-up dialogue window.

Select the appropriate checkboxes (multiple choices may be made)



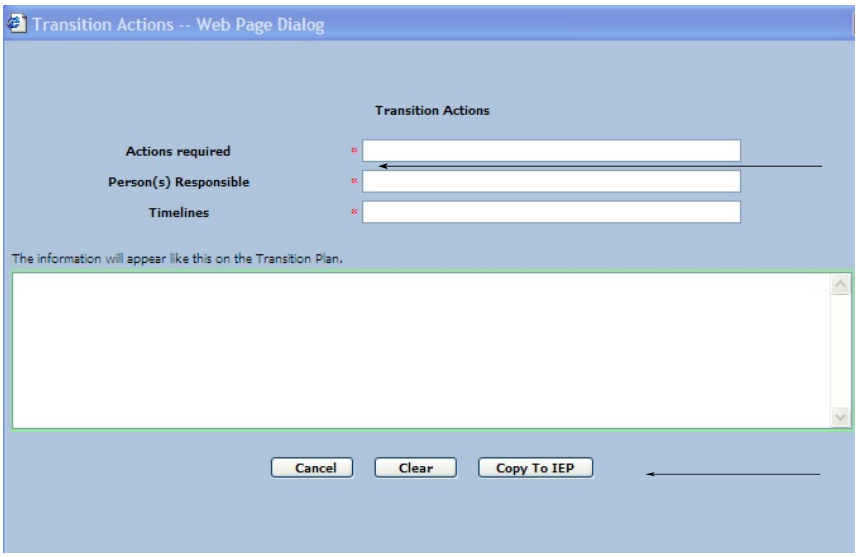
Click >**Copy to IEP**

Transition Plan

Click >**Transition Plan** located on the Nav Bar.
To enter information in Specific Goals area, click in text box provided.

Transition Plan
The Transition Plan is to be created beginning in grade 8, for any student with an IEP.
The Transition Plan required by Regulation 181/98 relates to the student's transition to postsecondary activities, such as work, further education, and community living.
Student's name
Wire, Guy
OEN
000000005
Specific Goal(s) for Transition to Postsecondary Activities
Actions Required
Person(s) Responsible for Actions
Timelines

Ten lines have been provided for Actions Required.
Click on a blank line and enter information in the three text areas in the Pop-up Dialogue window.

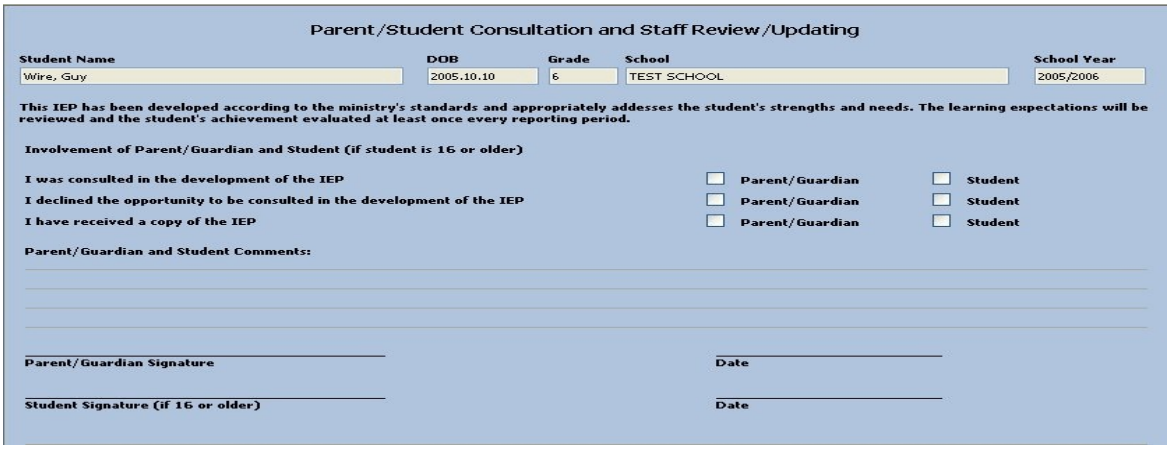


*The editable fields in this window are marked with an * asterisk. Complete all fields or click cancel to complete later. (If all required fields are not filled in, an error message appears.)*

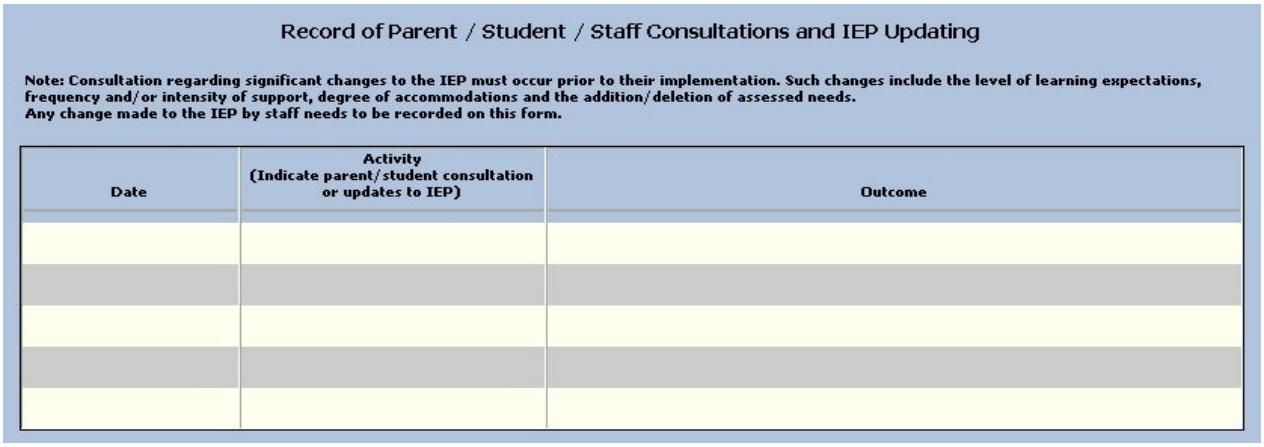
Click >**Copy to IEP** when completed.

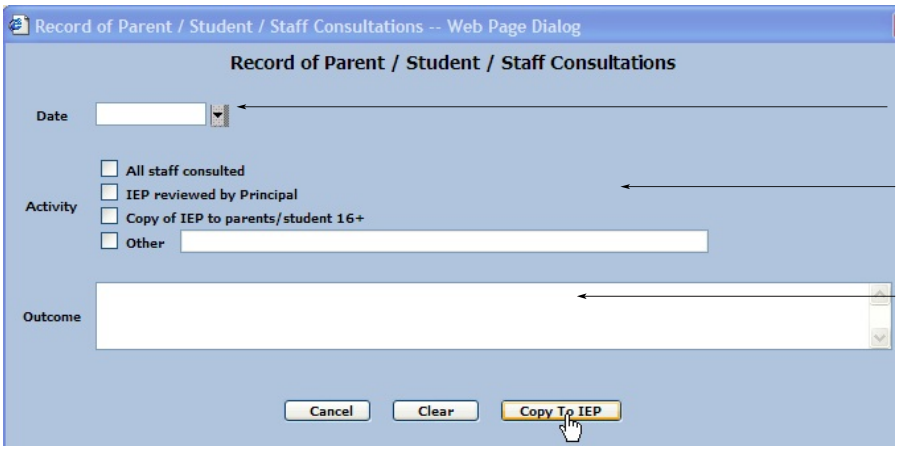
Consultation and Review Updating

Click in checkboxes provided to select appropriate Parent/Student Consultation options.


Parent/Student Consultation and Staff Review/Updating
Student Name
DOB
Grade
School
School Year
Wire, Guy
2005.10.10
6
TEST SCHOOL
2005/2006
This IEP has been developed according to the ministry's standards and appropriately addesses the student's strengths and needs. The learning expectations will be reviewed and the student's achievement evaluated at least once every reporting period.
Involvement of Parent/Guardian and Student (if student is 16 or older)
I was consulted in the development of the IEP
I declined the opportunity to be consulted in the development of the IEP
I have received a copy of the IEP
Parent/Guardian
Student
Parent/Guardian and Student Comments:
Parent/Guardian Signature
Date
Student Signature (if 16 or older)
Date

There are five blank lines to enter information in Record of Parent / Student / Staff Consultations and IEP Updating. Click on the first blank line and enter relevant information in the popup window.


Record of Parent / Student / Staff Consultations and IEP Updating
Note: Consultation regarding significant changes to the IEP must occur prior to their implementation. Such changes include the level of learning expectations, frequency and/or intensity of support, degree of accommodations and the addition/deletion of assessed needs.
Any change made to the IEP by staff needs to be recorded on this form.
Date
Activity (Indicate parent/student consultation or updates to IEP)
Outcome



Click to select date from calendar pop-up

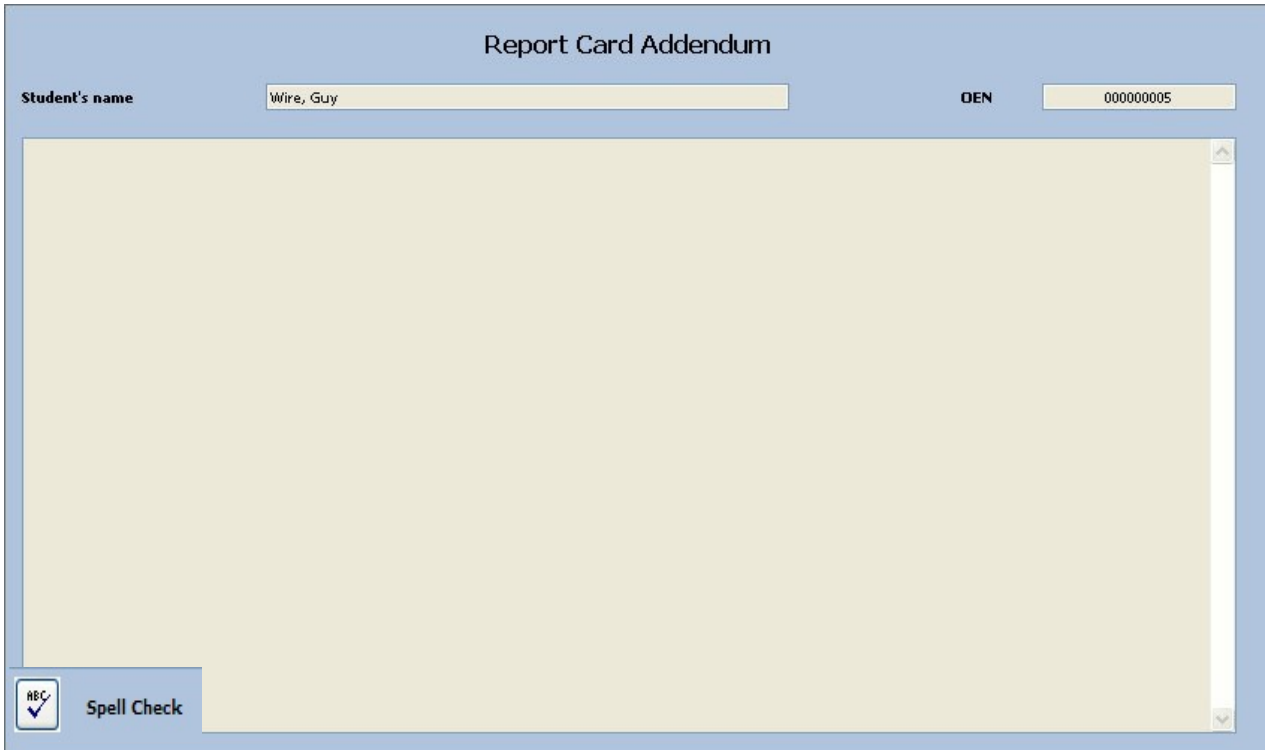
Choose appropriate checkboxes (Enter text if "other" is chosen)

Enter text information in the Outcome text box area

Click>**Copy to IEP**.

Report Card Addendum

Click Report Card Addendum located on the Nav Bar. ***For clarification as to who should have aReport Card Addendum created, click on the Heading to open the "Help" Pop-up window*** Click In the text box provided to add comments. This page will continue to expand as the amount of text increases. Spellcheck the text entered by clicking the Spellcheck Button located in the lower left of the window.



Manage IEP Tab

Click Manage IEP tab to activate the Manage IEP options on the Nav Bar. Teachers who own specific IEP's can Archive, Delete, Copy or Transfer an IEP record, ***depending*** on their user access levels.

Archive This IEP Once archived, an IEP is closed or "filed" and cannot be modified. This procedure will be used when a student leaves your school, at school year end ***(Elementary)***, and Semester end ***(Secondary)***. ***Note: An "archived" copy is automatically created if the "Transfer an IEP" option is performed.***

Delete This IEP This selection will delete a student's entire IEP. The delete selection should only be used if you have incorrectly selected a student. IEP's should be archived rather than deleted. ***(By default, Delete can only be performed by the "owner" of an IEP, by a "Super User", or someone who has been granted "delete" rights by a Super User or Manager)***

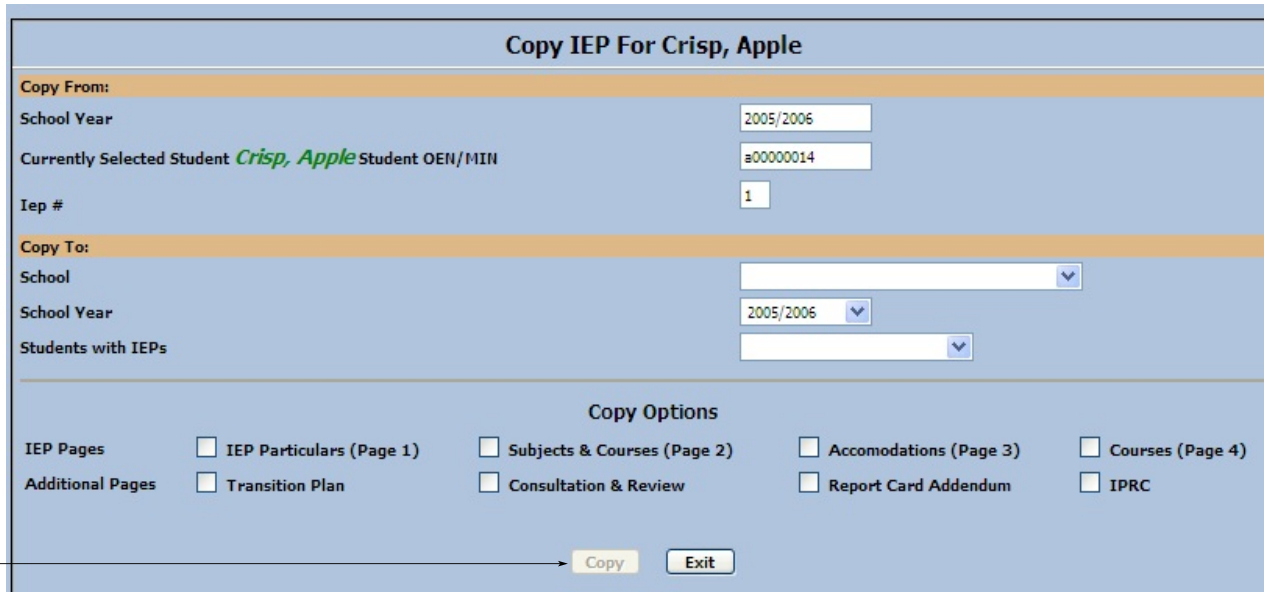
Copy This IEP Teachers may copy IEP information from a specific students' IEP to an "Open" IEP they are the owner of.

Complete the "Copy From" Options

Complete the "Copy To" Options

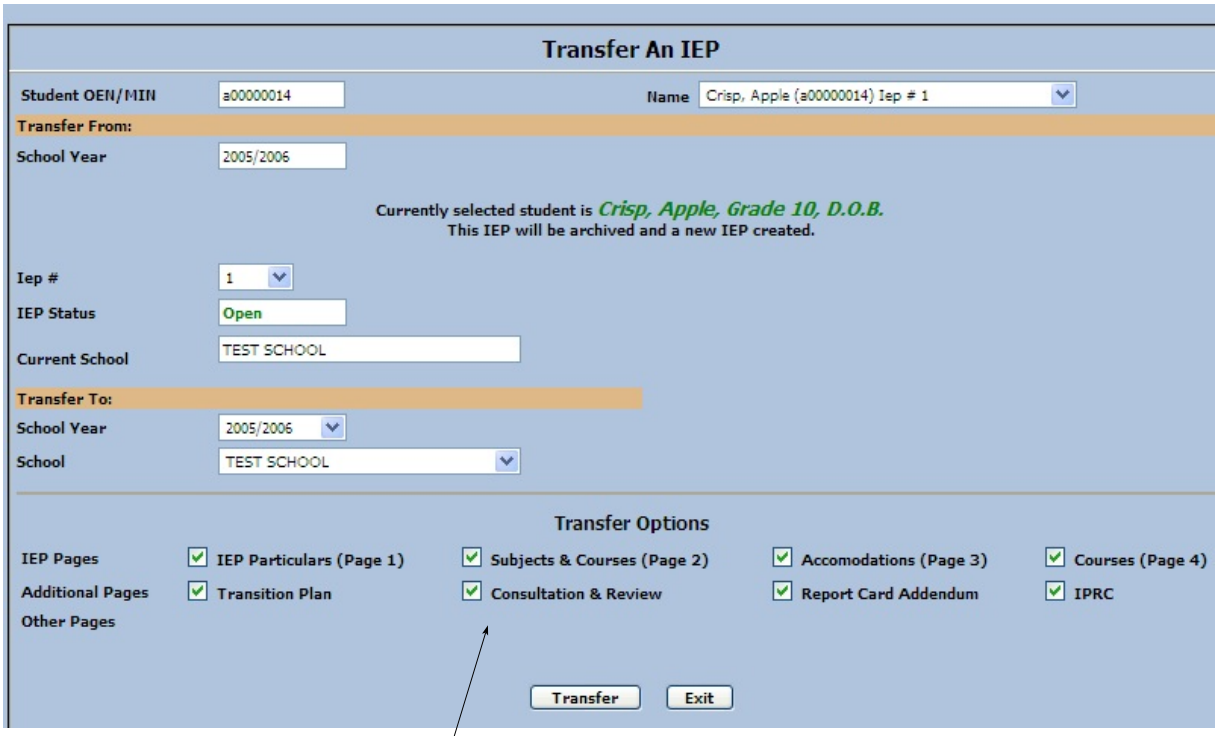
Select which pages to copy

Click >Copy



Hint: When the Page 2 (Subjects & Courses) option is selected, Courses (Page 4) pages are automatically copied also.

Transfer an IEP To transfer an IEP to your "ownership" either from another teacher, a previous year or when a student transfers to your school that has an IEP created at a previous school within the KPR family of schools.



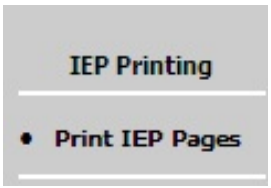
Once it has been verified that this is the correct IEP to be transferred, complete the "Transfer To:" selections (School year and School).

Click the Transfer Button. Once the Transfer is complete, click the exit button to re-activate the Nav bar to select the "Find an IEP" option to locate the "tranferred" record that will now be open and available to edit.

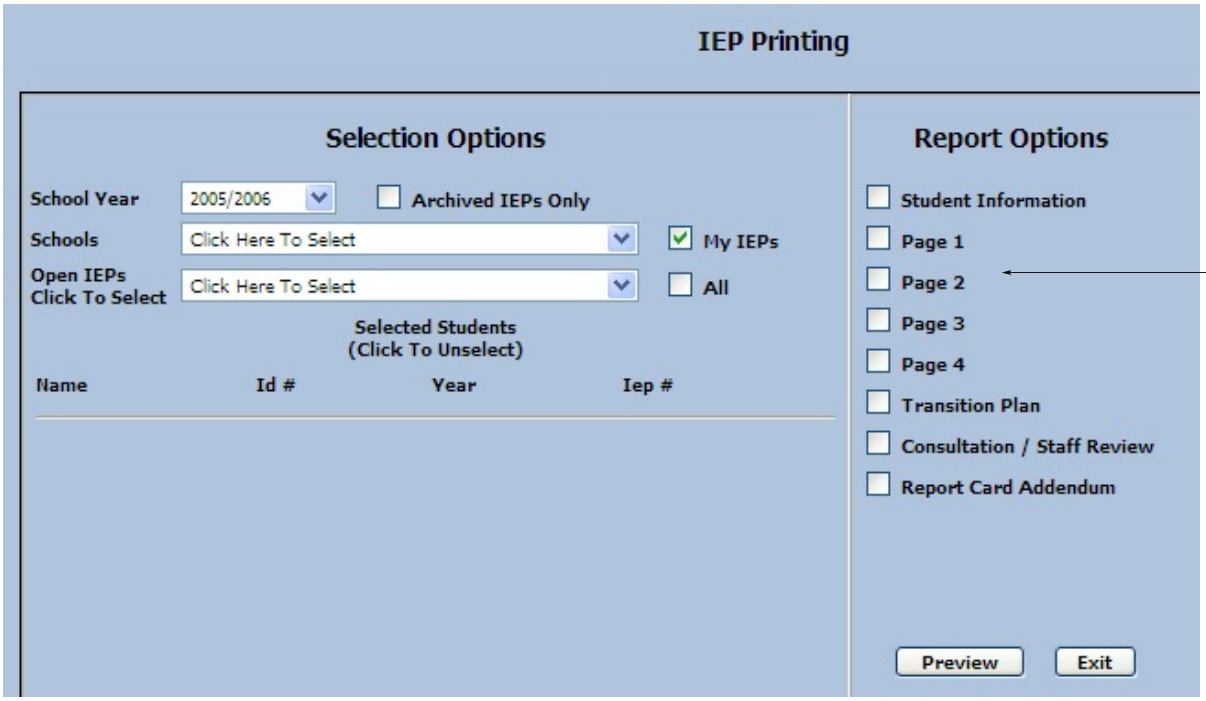
Hint: By default, all Transfer options are selected to ensure a complete transfer of all pages contained in the IEP

IEP Printing Tab

Click the IEP Printing tab to activate the Print IEP Pages Nav Bar menu option. This tab accesses Print Options for an entire IEP, select pages of an IEP or multiple IEP's.



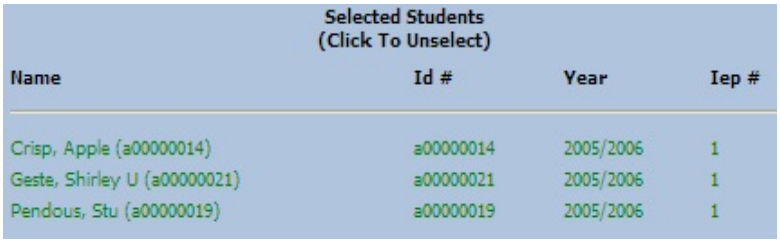
Print IEP Pages Complete all **Selection Options**



Choose checkboxes for Report Options

Hint: Super Users will need to remove the "My IEP's" check box option in order to Preview and Print IEPs owned by other teachers in their school location.

The list of IEPs that will preview/print is indicated in the lower area of the window in green text.



Click >**Preview** to view your report in Adobe Acrobat Reader (PDF Format)

Click the Printer icon in the Adobe Reader Preview window to send your report(s) to the printer.

HINT: When printing multiple IEP's, users should consider the number of pages in each IEP.
e.g., Ten students with pages 1,2 and 3 selected = 30 pages
Ten students with pages 1, 2, 3 and 4 selected = 70 pages (average of 4 page 4's per student)
Consultation and Review pages and Transition plans, if included
will increase the TOTAL to 90 pages.

CAN YOUR SYSTEM and PRINTER HANDLE THIS?

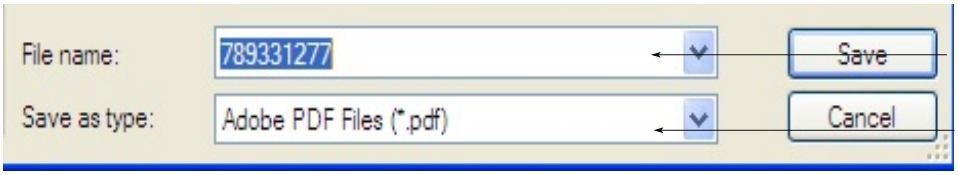
Close the Preview window when printing is complete.
Click > **Exit** when finished printing, in order to re-activate the Menu Tabs.

Email IEP's

IEP's that need to be sent by email can be saved while in PDF format and attached to a message. After selecting the Preview option in the Printing an IEP process, click the Save icon in the preview window.

The "Save a Copy..." window opens.

Select the Save In: location (My Documents is recommended on a KPR Workstation)



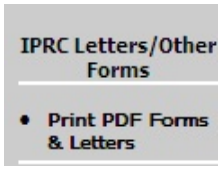
Change the Filename (e.g., John Smith IEP)

Save as type: Adobe PDF Files (*.pdf)

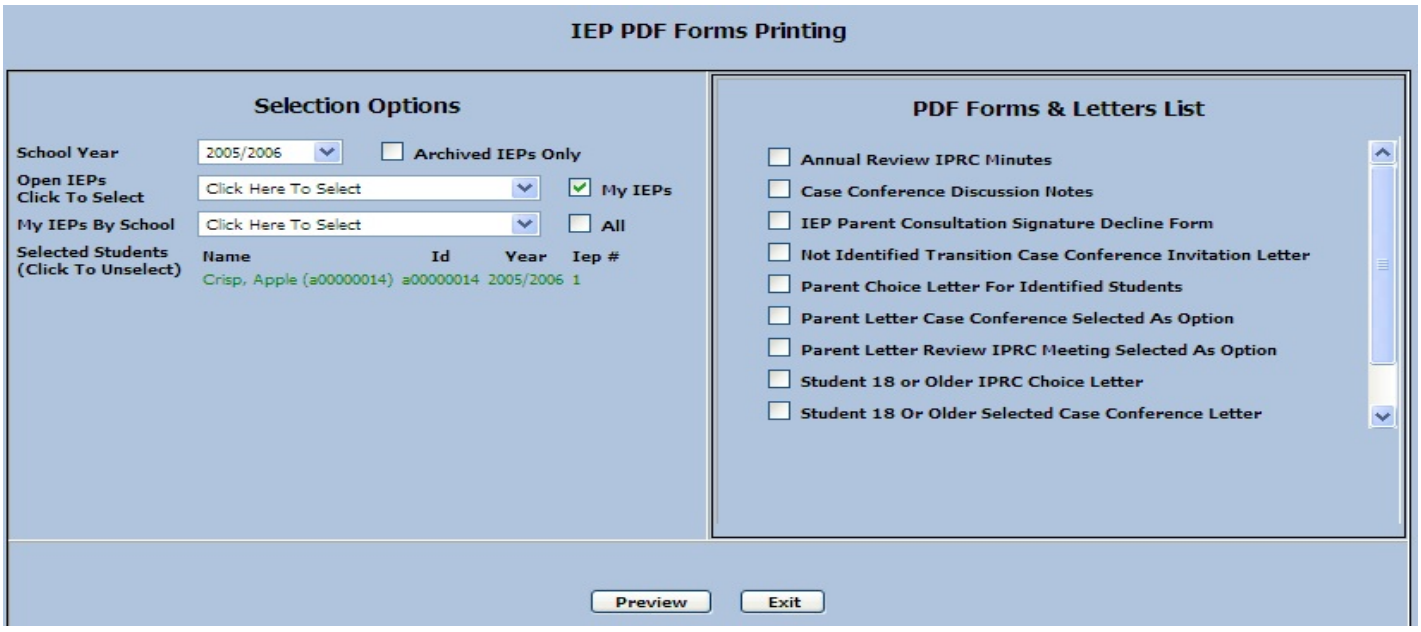
Click > **Save**

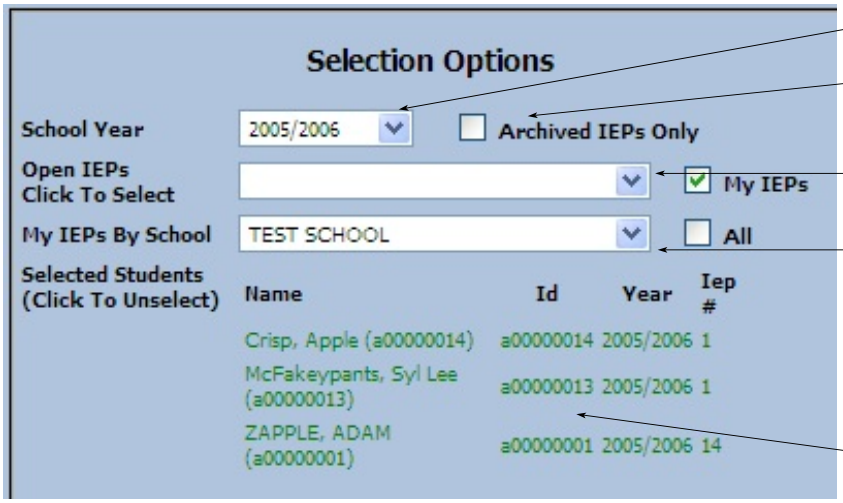
This file can now be sent by email as an attachment.

IPRC Letters/Other Forms Tab



Click the IPRC Letters/Other Forms tab to activate the Print PDF Forms & Letters Nav Bar menu option. This tab accesses Print Options for IPRC related forms and letters.


IEP PDF Forms Printing
Selection Options
School Year
2005/2006
Archived IEPs Only
Open IEPs Click To Select
Click Here To Select
My IEPs
My IEPs By School
Click Here To Select
All
Selected Students (Click To Unselect)
Name Id Year Iep #
Crisp, Apple (a00000014) a00000014 2005/2006 1
PDF Forms & Letters List
Annual Review IPRC Minutes
Case Conference Discussion Notes
IEP Parent Consultation Signature Decline Form
Not Identified Transition Case Conference Invitation Letter
Parent Choice Letter For Identified Students
Parent Letter Case Conference Selected As Option
Parent Letter Review IPRC Meeting Selected As Option
Student 18 or Older IPRC Choice Letter
Student 18 Or Older Selected Case Conference Letter
Preview
Exit



Select School Year

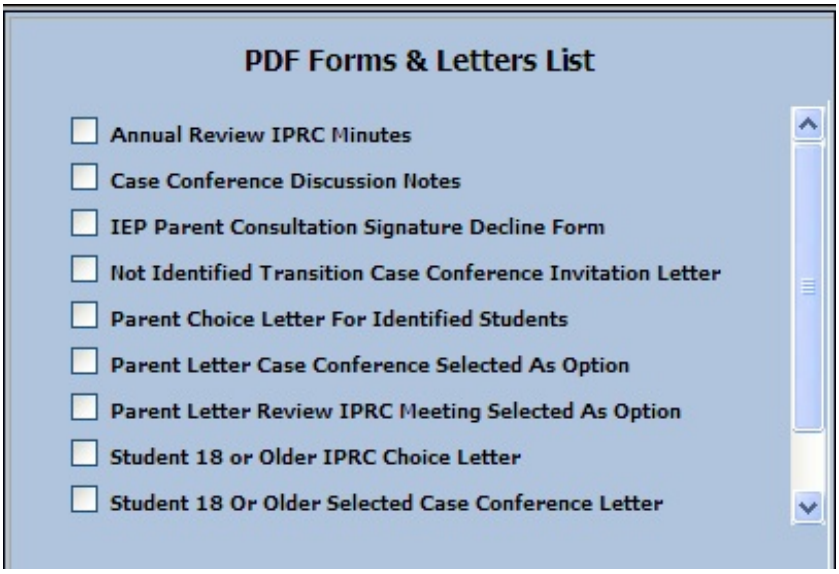
Select Archived (if Required)

Select School

Select Students

List of Students that have been selected appears in the lower part of the window in green text

Choose Letter or Form to Print from the PDF Forms & Letters List


PDF Forms & Letters List
Annual Review IPRC Minutes
Case Conference Discussion Notes
IEP Parent Consultation Signature Decline Form
Not Identified Transition Case Conference Invitation Letter
Parent Choice Letter For Identified Students
Parent Letter Case Conference Selected As Option
Parent Letter Review IPRC Meeting Selected As Option
Student 18 or Older IPRC Choice Letter
Student 18 Or Older Selected Case Conference Letter

HINT: Only one choice of letter or form can be printed at a time, but copies can be printed for several students.

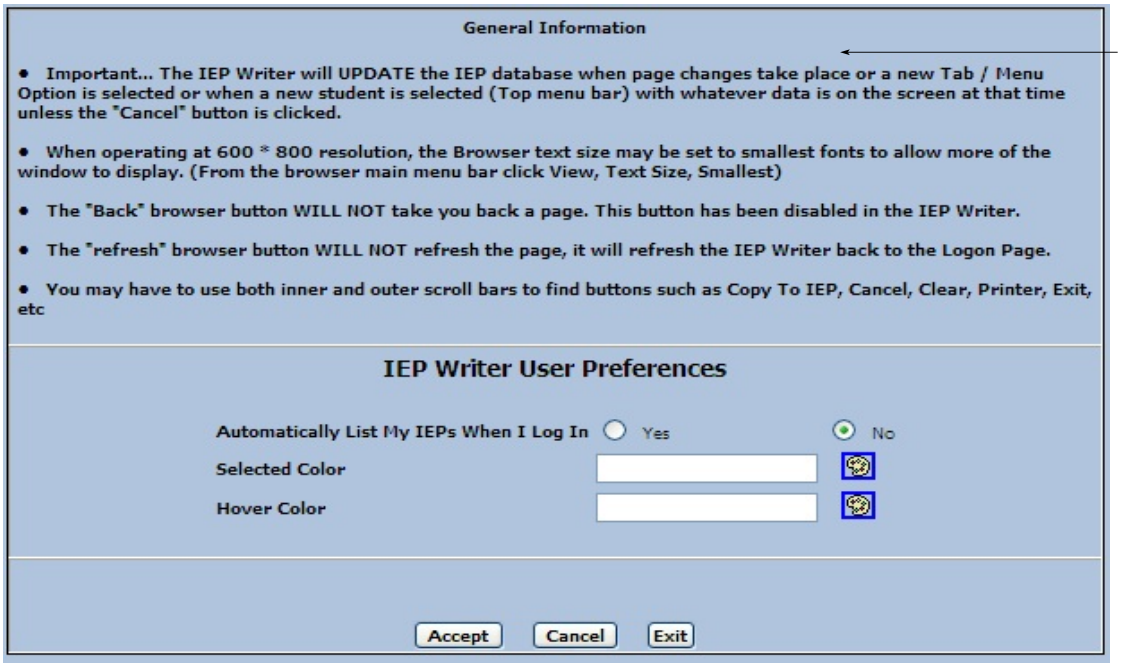
Click > **Preview** to view the Form or Letter in Adobe Acrobat Reader (PDF Format)

Click the Printer icon in the Adobe Reader Preview window to send your report(s) to the printer.

Close the Preview window when printing is complete.
Click > **Exit** when finished printing in order to re-activate the Menu Tabs.

User Preferences Tab

Click the Users Preferences Tab to activate the “My Preferences” Nav Bar menu option.


General Information
Important... The IEP Writer will UPDATE the IEP database when page changes take place or a new Tab / Menu Option is selected or when a new student is selected (Top menu bar) with whatever data is on the screen at that time unless the "Cancel" button is clicked.
When operating at 600 * 800 resolution, the Browser text size may be set to smallest fonts to allow more of the window to display. (From the browser main menu bar click View, Text Size, Smallest)
The "Back" browser button WILL NOT take you back a page. This button has been disabled in the IEP Writer.
The "refresh" browser button WILL NOT refresh the page, it will refresh the IEP Writer back to the Logon Page.
You may have to use both inner and outer scroll bars to find buttons such as Copy To IEP, Cancel, Clear, Printer, Exit, etc
IEP Writer User Preferences
Automatically List My IEPs When I Log In
Yes
No
Selected Color
Hover Color
Accept
Cancel
Exit

General Information related to the use of the IEP Writer and Browser Requirements

General Information (from above Window)

* Important...The IEP Writer will UPDATE the IEP database the page changes take place or a new Tab/Menu option is selected, or when a new student is selected (Top Menu Bar) with whatever data is on the screen at that time unless the “Cancel” button is clicked.

* When operating at 600x800 resolution, the Browser text size may be set to smallest fonts to allow more of the window to display. (From the browser main menu bar Click View, Text Size, Smallest).

* The “Back” browser button WILL NOT take you back a page. This button has been disabled in the IEP Writer.

* The “refresh” browser button WILL NOT refresh the page, it will refresh the IEP Writer back to the Login Page.

* You may have to use both inner and outer scroll bars to find buttone such as Copy to IEP, Cancel, Clear,Exit etc.

Automatically List My IEPs When I Log In

This user preference when activated, will display the IEPs that are “Owned” by the user in the “Find an IEP” search window by default at Login.

Selected Color

Determines the color of the selected Nav Bar link text. Click on the palette to the right of the field to choose a color from the color picker.

Hover Color

Determines the color of the Nav Bar text when hovered over by the mouse pointer or focus indicator. Click on the palette to the right of the field to choose a color from the color picker.

Click > **Accept** to save changes. Click > **Exit** when finished to re-activate the Menu Tabs.

Work Placement Learning Plans Tab

This tab allows access for LLS Teachers to create Learning Plans for students with Work Placements. Please refer to the Work Placement Learning Plans Documentation for instructions on this area.

Documentation Toolkit Tab

This tab contains access to Board and Ministry documentation pertaining to an IEP. Documents such as the Teacher Companion Guide, Alternate Expectations and Teaching strategies can be viewed here.
The Documentation Toolkit (IEP User Manual) is contained under this tab as well.
There may also be copies of various printable forms and letters within this area.
Selections can be accessed by clicking on the Nav bar item required. The document will display in a Pop-up window in Adobe Acrobat Reader (.PDF) format and can be saved or printed by the user.

Manager/ Administrator/System Manager Tabs

Depending on the User's Security Level within the IEP Writer, these tabs may or may not be available.

If the Tab headings are in white text, those tabs are not available to be selected by the currently logged in user.

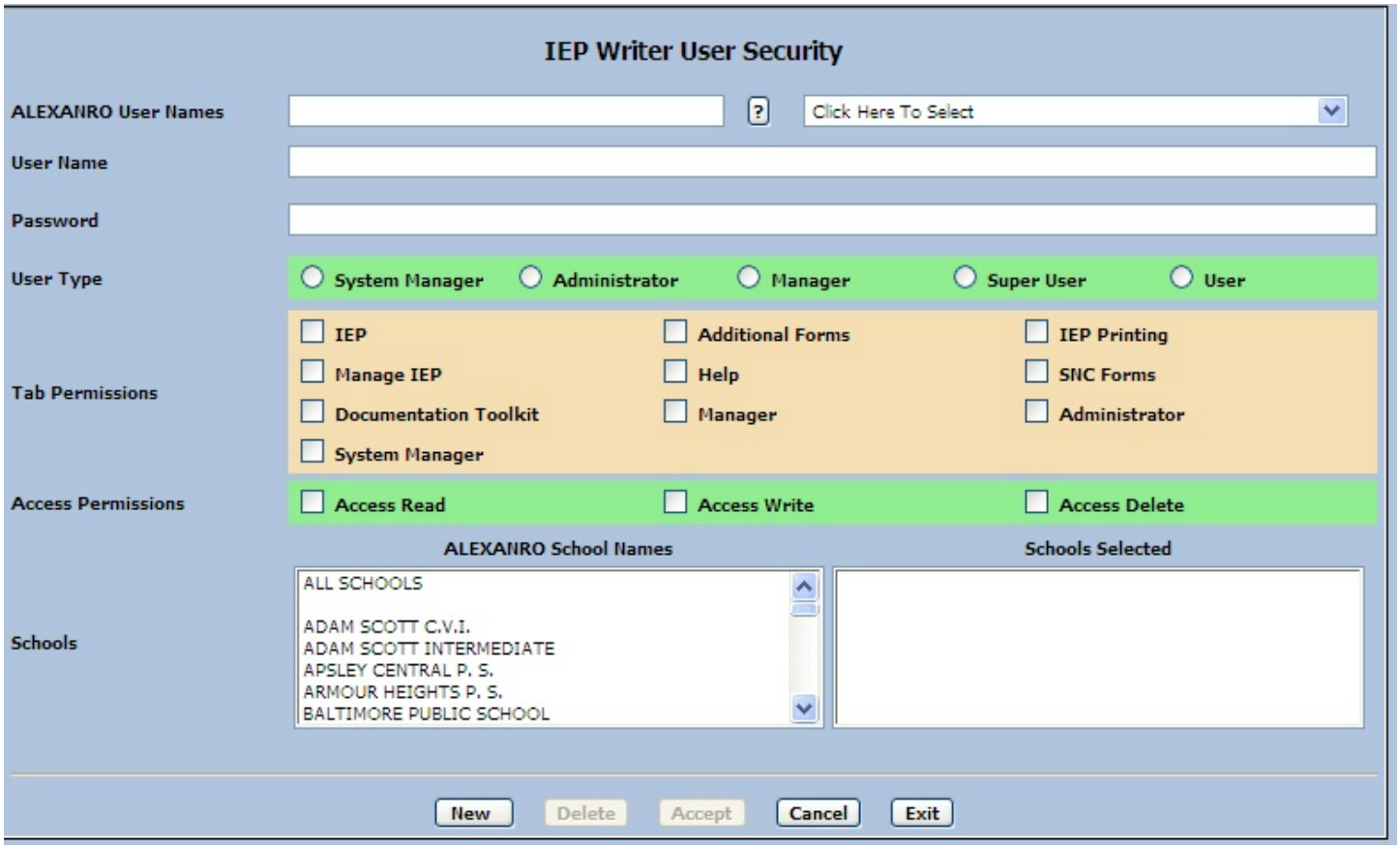
Manager Tab

Click the Manager tab to activate the the Nav Bar menu options

Add/Change Users - This option allows for the adjustment to User Security and access levels

Report Writer - The report Writer will allow for a custom report to be created based on specific criteria chosen. (Please refer to ***Report Writer for IEP's*** documentation for instructions on using this area).

IEP Writer User Security Window



User Names: Enter part of the last name or username to search for and click the to populate the list to the right. Click dropdown to choose user to be updated.

User Name: This will display the user name for the selected user account

Password: This field remains blank as the password is automatically entered based on the user's system/MyKPR login information.

User Type: System Manager -
Administrator -
Manager -
Super User -
User -

Click radio button to assign User Type

Tab Permissions: These allow access to Menu Tab options. By default all Users should have the first 2 rows selected as well as the Documentation Toolkit option.

Access Permissions: Select or deselect

Schools: Choose from the list of available schools (these will be based on the locations the Super User or Manager has within their profile).

The standard security settings structure is outlined below:

User: By default, all teachers will have IEP accounts that allow for standard access within the IEP Writer. This will include ***Read*** and ***Write*** (edit) rights to all IEP's that they create or own. In some cases, ***Delete*** may be available if assigned to the individual user account by someone with ***Super User*** or higher security access. As part of the "Read" rights, teachers will be able to view and print **ANY** IEP for **ALL** students registered at the teacher's school location(s).

Super User: **Super User** security will be assigned to **S**pecial **E**ducation **R**esource **T**eachers, **(SERTS)** and other individuals that may need higher than User security access. This level of security allows the individual ***Read***, ***Write*** (edit) or ***Delete*** rights to **ANY** IEP for **ALL** students registered at their school location(s). A Super User can also adjust the security access rights for individuals at their school location(s) ***at or below*** their security access level.

Manager: By default, **Manager** security will be assigned to **Principals and Vice Principals** and other individuals that may need higher than **Super User** security access. This allows the same rights and access priveledges as Super User, but also includes the ability to increase or decrease security level access for individuals to as high as Super User.

Administrator: Administrator security will typically be assigned to Education Consultants and Special Services administrators at the Central Board level.

This level of security allows for the updating of Ministry documents housed within the IEP Writer as well as maintenance of tables used within the program. The Administrator will have the ability to add, change or create user accounts at any security level below theirs.

System Manager : System Manager security is assigned to Central Board Technical staff to administer the technical functions within the IEP Writer